

**Capital Area Human Services District Board Meeting  
Monday, February 4, 2013**

**Directors Present:** Christy Burnett, Chair, Dana Carpenter, Ph.D., Gail Hurst, Vice Chair, Kay Andrews, Becky Katz, Stephanie Manson, Victoria King, Kathy D’Albor, Rev. Louis Askins, Denise Dugas and Amy Betts

**Directors Absent:** Gary Spillman, Kristen Saucier, Jermaine Watson, Barbara Wilson Sandi Record

**CAHSD Executive Staff Member(s) Present:** Jan Kasofsky, Ph.D., Executive Director, Carol Nacoste, Deputy Director

TOPIC	RESPONSIBLE PERSON	DISCUSSION	FOLLOW-UP
<p>Approval of February 4, 2013 Consent Agenda and Approval of the Minutes for January 7, 2013</p> <p>Form Committee to Recommend Changes to “Financial Planning Budgeting DOA Submission” as the Documentation of Policy Adherence</p>		<p>Christy Burnett called the meeting to order at 3:05pm. Amy Betts made a motion to approve the January 7, 2013 minutes as written with the consent February 4, 2013 Agenda. The motion was seconded by Rev. Louis Askins. There were no objections and the motion passed.</p> <p>A motion was made by Gail Hurst to move the second bullet Action Item under Reports from the Chairman with the Consent February 4, 2013 Agenda. The motion was seconded by Vicki King. There were no objections and the motion passed.</p> <p>There was discussion regarding how many committee members are needed and meeting requirements. The committee members are: Kay Andrews, Denise Dugas, Amy Betts, and Dr. Carpenter. The Committee members will meet twice, one hour before the regularly scheduled CAHSD Board meetings. Stephanie Manson made a motion to accept the Committee. The motion was seconded by Kathy D’Albor. There were no objections and the motion passed.</p>	
<p>Introductions</p>	<p>Dr. Kasofsky</p>	<p>Dr. Kasofsky introduced the following guests: (1) Karla Lee-Muzik, newest member of the Executive Management Team. She has been hired as the Practice Manager Administrator. (2) Tonja Myles. She has been a great friend and partner in assisting people in the community to connect with needed services (3) Virginia Pearson - has been working with Vivian Gettys as a community facilitator (4) Jamie Roques, Executive Team member, will provide an update on the SAMHSA Primary Behavioral Health Integration grant (5) Vivian Gettys, Executive Team member. V. Gettys is working with Gail Hurst in Pointe Coupee Parish on the Community Health Worker Program. She will also present how she is working with West Baton</p>	

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Introductions	Dr. Kasofsky	Rouge pursuing a federal grant application. Dr. Kasofsky reminded the Board members that Kristen Saucier, new Board member from West Baton Rouge, would not be at the Board meeting today because she is expecting a baby and today is her due date. We wish her the best in the delivery of her baby.	
Communications Tab 2	Dr. Kasofsky	<p>Dr. Kasofsky discussed the following Tab 2 items:</p> <p><b>Roots of Community Violence Panel:</b> The forum is scheduled for February 20<sup>th</sup>. The draft agenda was provided for review. Dr. Kasofsky stated that Tonja Myles has been instrumental in working with Senator Broome. There is going to be a co-chaired panel presentation with Senator Sharon Broome and U.S. Congressman Bill Cassidy. Mary Landrieu and Cedric Richmond have both been invited to attend. Panelists are: (1) Sheriff Sid Gautreaux, EBR Parish Sheriff (2) Judge Pam Taylor Johnson, EBR Family Court (3) Warden Dennis Grimes, EBR Parish Prison (4) William “Beau” Clark, MD, EBR Parish Coroner (5) Cecile Guin, PhD, LCSW, Director, Office of Social Services Research &amp; Development, LSU School of Social Work (6) Tweety Hebert, BRAVE (7) Melanie Fields, EBR Assistant District Attorney (8) Aniedi Udofa, MD, Medical Director, CAHSD. Dr. Kasofsky provided a brief overview of each panel member. Dr. Kasofsky encouraged the Board members to attend and to come early as seating will be limited. The forum is from 9am-10:30am. Dr. Kasofsky stated that the February BH Collaborative meeting is cancelled and has been tentatively rescheduled for April 19th.</p> <p><b>Annual Addiction Recovery Public Forum:</b> Scheduled for March 14<sup>th</sup> @ 9:30am and will be held here at the Government Street campus. This is an opportunity to bring people into our building.</p> <p><b>LPB Interview:</b> There was an LPB interview with Dr. Kasofsky and Dr. Udofa. Dr. Udofa’s segment was aired. Dr. Kasofsky will receive a DVD of the segment and it will be shown to the Board.</p> <p><b>Television Spots:</b> Deborah Duckworth, CABH Clinic Manager, was</p>	<p>Play DVD of LPB Interview with Dr. Udofa and Dr. Kasofsky</p>

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Communications Tab 2	Dr. Kasofsky	<p>interviewed on two different channels regarding Seasonal Affective Disorder because of the many days of rain we've had.</p> <p><b>EBR Gov't Channel:</b> Tonja Myles and Dr. Kasofsky were recently interviewed with Ronnie Edwards, Councilwoman District 5. They were also invited to a Community Meeting held by Councilwoman Edwards in District 5 and had the opportunity to talk about CAHSD.</p> <p><b>Judge Don Johnson Interview:</b> This interview hasn't taken place yet. The people working with the grant at Hunts will be interviewed.</p> <p><b>EBR Parish Jail Presentation:</b> Six CAHSD employees recently gave a presentation at the Women's jail coordinated by Tonja Myles. Approximately 200 female inmates attended. CAHSD service information was presented. Most women were in jail due to a substance abuse problem. Most were mothers. At the end of the presentation, they were allowed to come to the table in single file. Many shared that they had been CAHSD clients and stated that when they are released they will return to CAHSD for services. Dr. Kasofsky stated that referral cards would be available at the next board meeting. The cards simply state what CAHSD does and provides our location and control numbers. These cards are being handed out at church activities, in court, etc.</p> <p><b>Mental Health First Aid Training:</b> This is a program started by the National Council several years ago. The program trains lay people on how to identify and make interventions to get people connected to services. Similar to a community health worker but with the focus on mental health. Debbie Cartwright and Dr. Kasofsky are working with Tonja Myles and with BRAVE. A decision was made to train people in the 70805 and 70802 zip codes. 20 people can be trained at a time. This program is in partnership with Magellan and they employ the only person licensed to conduct mental health first aid training in the state. This is a two day training course.</p> <p><b>Sample Letter to Superintendents:</b> This sample letter was emailed and mailed to all school superintendents. Attached to it and with it</p>	Have CAHSD Referral Cards at next meeting.

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Communications Tab 2	Dr. Kasofsky	<p>were multiple copies of the flier regarding how to address behavioral problems with school children.</p> <p><b>Draft Article Health Care Journal Baton Rouge (HCJBR):</b> Dr. Kasofsky stated that it is okay to quote the article but to not to distribute the draft since it was written for the HCJBR and has not been published yet. The article is about school safety with a focus on mental health.</p> <p><b>BRAF Fund for CAHSD Adolescents:</b> Dr. Kasofsky stated that Holley Galland, MD is a pediatrician who focuses on adolescent health and is on contract at CAHSD. She and her husband have a BRAF fund that they have set up to fund 15-17 adolescents who are CAHSD clients to attend the BREC afterschool program. Dr. Galland is a physician in the CAHSD School Based program. Her husband, Richard Haymaker, has set up a coalition against handguns.</p> <p>Dr. Kasofsky will find out if there will be a press release or if it will be kept confidential.</p>	Dr. Kasofsky is to find out if funding source for BRAF is confidential.
Handouts	Dr. Kasofsky	The following handouts were distributed: (1) Annual Public Forum in March (2) Free Smoking Cessation classes	
Community Referral Outreach	Tonja Myles	Ms. Myles provided a brief personal background. She stated that she has firsthand knowledge of how addictions impact lives. She stated that she and her husband previously owned a treatment center that was the first of its type in Louisiana and was funded by CAHSD during that time. Ms. Myles stated that they have a grass roots background working with churches, schools and “anywhere they are allowed in the door”. In 2003, they met President Bush who was looking for a person with a story who had an issue with addictions and then used their issues to help others. Out of all of the places in America, they were selected and they were discussed in President Bush’s State of the Union address in 2003. She maintains fellowship and friendship with the Bushes. She stated that she will begin working with the Bush Foundation in April 2013 regarding addictions and destructive behavior in our country. She has used this platform to discuss issues with mental health and substance. Ms. Myles provided a brief	

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Community Referral Outreach (cont.)		overview of why, in her opinion, the CAHSD addiction numbers were lower. She shared that in canvassing the community, she found that people thought CAHSD had moved or that CAHSD was no longer in existence due to budget cuts. The plan now is to conduct a grass roots campaign with churches, referral bases, EBR Parish Prison and the Judicial system. The plan is to begin utilizing social media. The goal is to get the word out and more clients in. The Addiction client numbers have increased since the campaign began. In her opinion, CAHSD staff is excited to see more traffic in building. She stated that she went thru the CAHSD admission process so she can better discuss what a client will go through when they come to CAHSD for services. Dr. Kasofsky discussed the client sliding fee.	
Communications Plan Tab 3	Dr. Kasofsky	Dr. Kasofsky stated that she, Tonja Myles, Angela deGravelles, and Rusty Jabor have worked together to identify outreach opportunities. Mr. Jermaine Watson will represent the Board as possible in the development of the outreach efforts.	
Practice Management Progress/Hire	Dr. Kasofsky	Dr. Kasofsky introduced Karla Lee-Muzik who was hired as Practice Manager and is an Executive Team member. Karla Lee-Muzik provided a brief overview of her background. She has over 15 years of health care administration and operational experience in the private sector. Her areas of expertise are with finance and day to day operations. She stated that she has a very focused & systematic approach when trouble shooting problem areas. She has worked with Carol Nacoste and Dr. Kasofsky to develop a focused action plan where the most immediate needs will be addressed. The following are high priorities in order to be paid for services provided: (1) credentialing, network participation and contract negotiation (2) management of accounts revenue cycle. Put a plan in place to see who owes dollars to CAHSD, (3) monitor why claims are not paid and identify problems in the process and educate/train the staff as needed, (4) provide staff guidance on coding and processes on clinic level, (5) standardization of processes - easier to manage & train when staff are following same procedures/processes (6) monitor the process, identify problems and resolve issues quickly (7) review services not being paid for but should be, (8) identify opportunities for reimbursement by reviewing break down of what physicians, nurses,	

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Practice Management Progress/Hire	Dr. Kasofsky	<p>and social workers are doing and bill for previously unidentified billable services, (9) review CAHSD technology used to keep the processes together and provide reporting, (10) Delete manual processes so that manpower can be directed in more profitable areas. Each facility may have their own way of doing things at this time but the goal is to try to standardize the processes when possible to transition CAHSD into more of a private practice model. Dr. Kasofsky stated that K. Lee-Muzik has experience with interfaces of software technology. CAHSD will be hiring a billing supervisor.</p> <p>Dr. Kasofsky stated that CAHSD needs to look at different metrics that she, Carol and Karla bring forward to the Board for direct inspection of financial policies. Along with designated Board members, they will identify new metrics that will be brought to the Board as opposed to the governmental report alone.</p>	
MHERE Tab 4	Dr. Kasofsky	<p>Dr. Kasofsky provided an update regarding the MHERE. She directed the members to the email dated 1/22. The design keeps the MHERE design as it is and used the new license for the Crisis Receiving Center (CRC). Based on that, there would probably be about half of a million dollar short fall of operating expenses every year. We asked Magellan of Louisiana to review rates in Arizona. Dr. Kasofsky stated that the per diem that went in to the proforma was very low for that intensity. LSU will not allow the building to remain on the grounds of EKL. The MHERE could stay operational with a generator for a while, but not if they are selling the land or have sold the land. Dr. Cassidy is now involved. Dr. Kasofsky stated that it will have to come to a political decision as to whether or not the MHERE is kept operational. CAHSD has done everything possible. Direction will come from someone else next. Dr. Kasofsky stated that she has put together an abstract for the Public Health Association's annual meeting: Based on ten beds being open for two years, the State saved \$20.6 million in hospitalization. 3400 people were served in two years after they've gone through the EKL Emergency Rooms. In a given year, the local/surrounding hospitals will be receiving an additional two thousand clients a year. Dr. Kasofsky is glad to have Board members from the hospitals because it has made communication much easier: Scott Wester,</p>	

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MHERE Tab 4	Dr. Kasofsky	Stephanie Manson, Dionne Viator and Denise Dugas have been great.	
Primary Care Integration Tab 5	Jamie Roques	<p>Jamie Roques provided a report on the SAMHSA grant funded project to integrate primary care &amp; behavioral health. The program is in the beginning of the second year of a 4 year grant cycle. She referred the Board members to Tab 5 and the data presented there. There have been approximately 1086 referrals and 537 enrollments as of December 2012. This is a nurse care management model and is going well. She stated that there is one nurse at GMHC, two at CAHSD clinics on Government Street and one at MDMHC. They are working on an abstract for APHA. She provided an overview of the keep rates. There are MOUs with two primary care providers (1) St. Elizabeth and (2) Earl K Long (EKL). At St. Elizabeth, same day appointments are available and the fee is \$0-5.00. At EKL, the first appointment for an indigent patient is in April. The keep rates are not too good due to the long wait. They are also noticing that if you're a new admit, you are less likely to engage with a primary care provider if you are not engaged in this one. If you are an established patient with CAHSD, you are more likely to engage in another health care system. The grant serves the whole region. J. Roques reported that she has been working diligently on expansion. This grant doesn't just include the linkage of primary care; it has a tremendous component with prevention. Nutrition, physical activity and tobacco cessation is available for all clients. The program will be launched on 2/13 in West Baton Rouge. The care manager and the linkage are in place. The target is to begin the program in East and West Feliciana in March. The program needs to be expanded into Pointe Coupee and Iberville. The goal is to have the program in all seven parishes by the end of 2013. The grant ends in 2015. There was discussion regarding sustainability, building medical homes, Medicaid enrollment when needed and availability of appointments. Availability of appointments is impacted at Earl K. Long due to loss of physician and nursing staff due to the impending facility closure.</p>	
Legislative Fiscal Auditors	Dr. Kasofsky	Dr. Kasofsky reported that the Legislative Fiscal auditors are in the process of auditing CAHSD. CAHSD is audited by the Legislative Fiscal auditors every other year. Dr. Kasofsky stated that the audit began differently this year with the following questions: (1) What is	

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Legislative Fiscal Auditors	Dr. Kasofsky	CAHSD's relationship with Magellan? and (2) What is going on with the MHERE? She stated that basically the audit this year will be about how Magellan is performing. The auditors will see that it is almost impossible to match up the bills that have been paid by Magellan with the bills that have been submitted by CAHSD. This is a statewide audit of all districts to see how Magellan is performing. C. Burnett, Board Chair, will be invited to attend the Exit Interview.	
Pointe Coupee	V. Gettys	Vivian Gettys provided an update regarding the Community Health Connections program. This is a community health worker based model in Pointe Coupee Parish and is a pilot program. There are 4 community health workers hired from the community. Two are working in the North end of the parish and two in the South end. Gail Hurst has been working closely with the Pointe Coupee Steering Committee. The Board members were provided a handout based on 3 ½ months of work. There have been 52 referrals and 40 of those enrolled in the program. The majority of enrollees have been African American females, 46 years of age or older. The Community Health workers receive referrals, see clients in the clinic, provide home visits, and work in the community. They do an assessment/screening of client needs and link them to services. Most of the services needed are for high blood pressure & diabetes. Clients are provided health education, social support, informational resources and community referrals. There have been 158 contacts during the 3 ½ month period. V. Gettys stated that almost half of the enrollees are overweight or obese. The health workers are measuring body mass index and other physical measures in addition to the referrals. There are also housing, dental and transportation issues. V. Gettys reported that she has been talking with Dr. Kasofsky about the Mental Health First Aid and there has been interest in how to use that component to get out in the community to identify people that have mental health needs or substance abuse issues that could be linked to CAHSD services in Pointe Coupee Parish. To date, there have only been 5 referrals to the Mental Health/Substance Abuse Clinic. There was discussion regarding the possibility of using linkage to a primary care/medical home as an indicator. The nutritionist at the home health office is the resource for nutritional resources. Dr. Kasofsky stated that CAHSD	V. Gettys will provide another update in the next quarter.

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Pointe Coupee	V. Gettys	pays approximately 1/3 of the budget for this program and 2/3 is paid by the Hospital District. V. Gettys stated that this is a good opportunity because it is difficult to access services in the rural areas.	
Grant Opportunity	V. Gettys	V. Gettys provided an overview of the upcoming grant opportunity for the Drug Free Community Support program. This is a grant funded program through SAMHSA with the goal being to support community based coalitions to address substance abuse among youth, 18 years and younger. These are environmental strategies, not treatment strategies. Louisiana is being given a lot of attention and being encouraged to apply. At this point, CAHSD has agreed to be the fiscal agent for West Baton Rouge Coalition. V. Gettys stated that she and Virginia Pearson are working together/meeting. They are very close to moving on with the 12 sectors that have to be represented on the coalition but need to recruit two more people. V. Gettys explained that if you are not a non-profit with a 501C3 status, a fiscal agent is required. She stated that a community based collation cannot accept grant funds and CAHSD will function as the fiscal agent for WBR. West Baton Rouge has been very successful in other previous strategic planning initiatives that have been supported through the Governor's office and this is a program to compliment and build what has been done in the past. The application is due on March 22 <sup>nd</sup> . Board members are encouraged to call V. Gettys with questions. There was discussion regarding other coalitions in the area. The grant is a 5 year program, \$125k per year up to 10 years.	
Monthly Billing and Collections Tracking/Discussion Points w/DHH Tab 6	C. Nacoste K. Lee-Muzik	C. Nacoste stated that the attachment provided is the December update of the monthly billing. The auditors' primary focus is going to be on the ability or lack of ability to reconcile Magellan payments and receipts from DHH. CAHSD has been unsuccessful in reconciling any of our payments with our EOBs. C. Nacoste stated that she has been keeping up with actual payments/checks received so that she can track based on money collected from Medicaid and how our percentage of collections are compared to our appropriates/mandates to collect. We are mandated to collect \$4.2 million of self-generated revenue. 95% of that will come from Medicaid. At this point we are at less than \$1 million as of December 2012. As of January 2013 we are over the million dollar mark. Karla Lee-Muzik will focus on	

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<p>Monthly Billing and Collections Tracking/Discussion Points w/DHH Tab 6</p>	<p>C. Nacoste K. Lee-Muzik</p>	<p>resolving the issues CAHSD is having with Clinical Advisor (CA).</p> <p>Karla Lee-Muzik explained the CA reporting methodology in in place. The reports have each claim line in one of the following statuses: (1) paid (2) adjustment (3) denial or (4) unpaid. She provided detail of claims in the adjustment category and the problems associated with that status. There is a disconnect of actual claim status with Magellan. She must work “backwards” manually to identify what has actually happened. K. Lee-Muzik stated that the CA reporting is substandard. C. Nacoste explained that she is using a report to try to capture the actual money that CAHSD is receiving. She stated that when you compare the actual dollars that are in the bank from Magellan to the Magellan payment report, the payments are about \$500K whereas the money in the bank as of December 2012 was \$900K. There is no means of reconciling to any of the reports that are system generated as to what is received, what CAHSD is owed etc. It isn’t possible to run an accounts receivable report. There was discussion regarding the CA system limitations and use as an add-on module to a claims payment system. It has become a manual process at this point to try to sort claims issues. Dr. Kasofsky stated that CAHSD is leading the state at an estimated 50% of our collections of what is required in order to not over spend our budget. She feels that what K. Lee-Muzik does at CAHSD will be the answer of what is needed state wide and must be resolved before the end of June. K. Lee-Muzik has developed a running list of questions. She stated that at this point, it’s a year out and CAHSD can’t bill commercial insurance or Medicare which should have been addressed in the first 90 days of going live with the software. Dr. Kasofsky reported that she and C. Nacoste met with the CFO/Magellan and she was given Dr. Kasofsky’s 14 point list. The CFO had not received a copy previously but she understood the implications of everything on that list. She is now asking to meet with CAHSD monthly.</p>	
<p>Ends Policy Tab 7</p>	<p>Dr. Kasofsky</p>	<p>Dr. Kasofsky stated that not many changes were made other than to change some language and to add responsible staff. K. Lee-Muzik has been given a copy.</p>	
<p>Board Membership Update</p>	<p>Dr. Kasofsky</p>	<p>Pointe Coupee – No Change – Still have 3 nominees</p>	

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		Iberville – No Change – No one has been nominated from WBR. They are requesting assistance from CAHSD for nominees.	
Miscellaneous		Board members are each to have a CAHSD pin. There was discussion as to whether or not they need to have a CAHSD badge.	Pins to be distributed at next meeting.
Financial Planning Budgeting DOA Submission Committee		The following Committee members will meet at 2:00pm prior to the CAHSD Board Meeting: Kay Andrews, Denise Dugas, Amy Betts, and Dr. Carpenter. Karla Lee-Muzik will attend the meeting to recommend the Business Office indicators with Carol Nacoste and Jan Kasofsky.	
<b>Reports from Chairman</b>			
Governance Policy Review by Direct Inspection/Board Business	Christy Burnett	None	
Policy Review Process: Compensation and Benefits	Becky Katz	Page 16 of 58: Financial Planning and Budgeting DOA Submission as the Documentation of Policy Adherence. B. Katz reviewed the policy with the Board and recommended no change.	
Assignment of Next Policy	Christy Burnett	Next assignment: Page 17 of 58: Executive Limits Communication with and Support to the Board. Kay Andrews was assigned review of this policy.	
Community Participation		No community participation	
Next Meeting	Christy Burnett	The next Board meeting will be held on, March 4, 2013 @ 3:00p.m. @ 4615 Government Street, Building 2, Baton Rouge, LA in Conference Room 200 following the holiday social.	